

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 14-14

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION Diplomatic Post Office Supervisor

OPENING DATE: February 6, 2014

CLOSING DATE: February 19, 2014

WORK HOURS: One position (40 hour work week with night-duty requirements)

SALARY: *EFM: (Position Grade: **FP-7**, Starting Salary)

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking an individual for the full-time position of DPO Supervisor in the Information Resources Management (IRM) section. This position would most likely start sometime during the summer.

BASIC FUNCTION OF POSITION:

The incumbent is the primary supervisor for seven DPO mail staff. Direct supervision includes the responsibility for training employees, setting work schedules, assigning work equitably among all employees, and preparing training budgets. The job holder also acts as the Classified Pouch Manager for AMEMBASSY Amman and its affiliated agencies. The incumbent will be expected to handle after-hours trips (10 pm to 4 am) to the airport (approximately two each month but can be more) to meet the Diplomatic Courier and collect/deliver classified pouches.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Successful Completion of Secondary School is required.
2. Two years postal/mailroom or administrative experience is required.
3. Level 4 (fluent) in English is required.
4. Must be able to lift up to 70 pounds and will be tested at the time interviewing. Must be familiar with Windows 7 and Microsoft Office Suite. Must be able to learn different computer application software as deployed by Department of State.
5. Must be able to obtain and retain a Top Secret clearance.

SELECTION PROCESS:

When fully-qualified, U.S. Citizen Eligible Family Members (USEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The USEFM does not have to be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not a U.S. Citizen EFM (as defined below in the definitions section) is not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

7. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 90 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

CLOSING DATE FOR THIS POSITION: FEBRUARY 19, 2014

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: DEFINITIONS

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:

- Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
- Residing at the sponsoring employee's post of assignment abroad.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- US citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee's post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM for employment purposes.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.